



Flooring Company Seeks Office Assistant

Qualifications:

- Computer literacy
- Good customer service with heavy phone experience
- Ability to take orders from customers
- Ability to assist others in the showroom

General:

- \$9.00/hour DOE

Contact:

- E-mail resume to Cynthia_Patron@longbeach.gov

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org